MISSION ESSENTIAL TASK LISTS (METLs)

MSGT BOESCH
MR. HEYWARD
HQ ACC/SGX

METLS and Training

- **Background**

- **METL Development Process**

- **METL Format**

- **Road map Linking METLs and Training Plan Development**

- **Proficiency Codes**

- **Training Cycle**

Background

- **Policy letter dated 21 Dec; Consolidation of Equipment Force Packaging (MEFPAK) – Responsible Commands**

- **Guidance for developing METLs-**
  - **AFI 90-1102, Performance Management**
  - **AFDD 1-1, Air Force Task List**

- **METLs will be used as a tool to revise the EMEDs Formal Training Course**

METL Development Process

- **Step 1: *Identify Mission Essential Tasks***
  - A critical task the UTC must perform to successfully accomplish its mission
  - AF Doctrine and TTPs are the source for Task Lists

- **Step 2: *Describe Conditions***
  - Affect performance of the task in the areas of doctrine (how we perform the task)
  - Affect organization (how we organize to perform the task)
  - Affect training (how to train responsible units)
  - Affect material acquisition (what equipment is needed)
  - Affect leadership education (what knowledge is needed)

METL Development Process

- Variables of an operational environment which affect performance
  - Degree of host nation support
  - Biological environment

- **Step 3: *Establish Measures and Standards***
  - Each MET will have at least one performance measure
  - *Measures* provide the basis for describing varying levels of task performance
  - *Standards* provide a way of expressing the degree to which a UTC must perform a task under a specified set of conditions

METL Format

1. **MET Title:**
2. **OPR:** (functional POC)
3. **OCR:** (office that coordinates)
4. **Performance Measure:**

   Standard   **Measure**

   a.

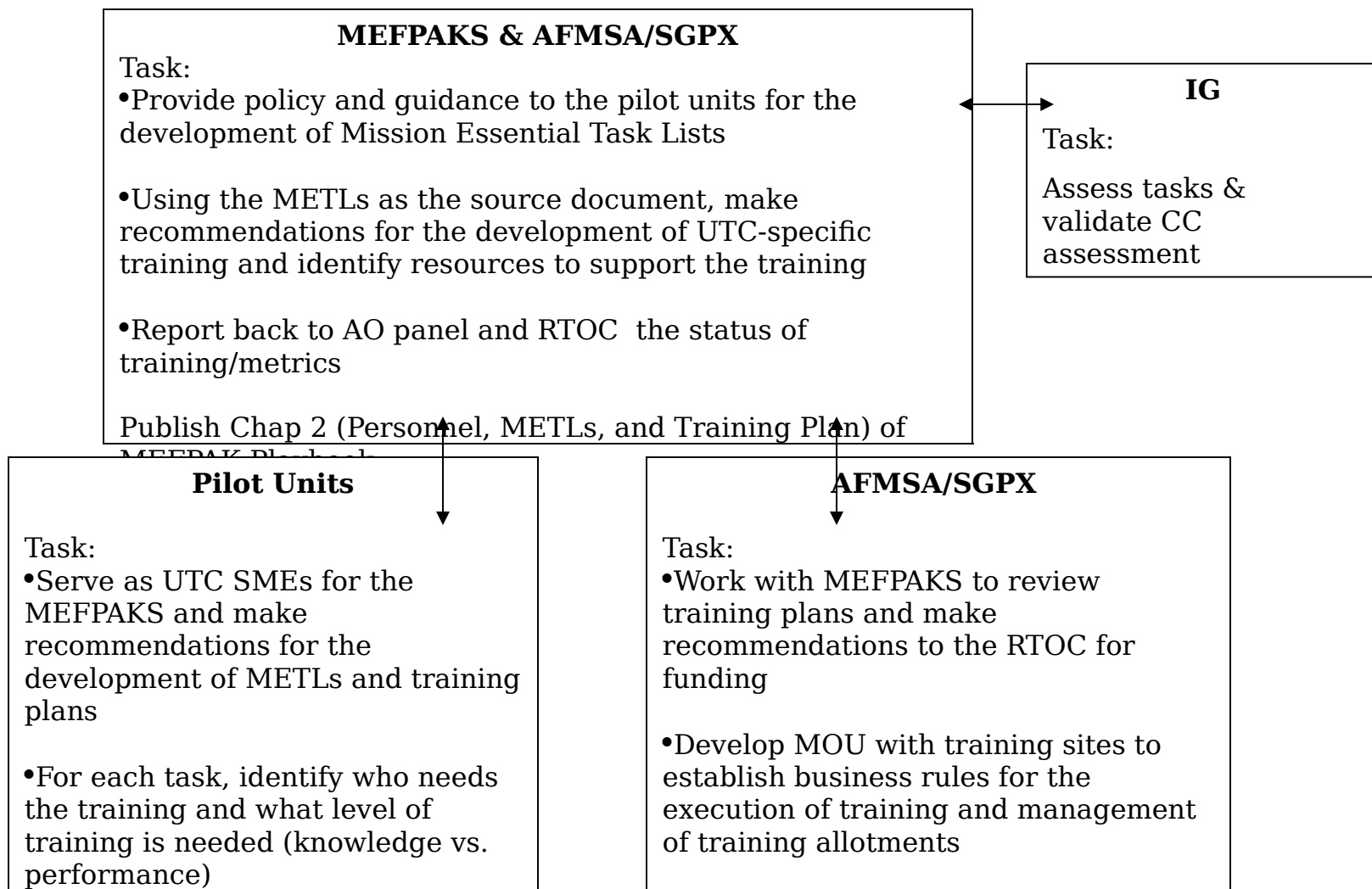
5. **Conditions:** (optional)

METL Format

Provide Aeromedical Evacuation
OPR: HQ AMC/SG

STANDARDS MEASURES

M1   1   Day   Employ UTC(s) at locations as directed by supported
      CINC
M2   5   Days   Supply of medications, special diets, and consumable
                  supplies
M3   Yes   Yes/No Provide and maintain authorized equipment IAW UTC AS
M5   Yes   Yes/No Request and prepare aircraft for patient evacuation.
M6   100%   Personnel maintain individual readiness requirements IAW
                  AFI41-106
M7   100%   WRM assets maintained in a mission ready state.

Road Map for METLS and Training Plan Development

MEFPAKS & AFMSA/SGPX

Task:
- Provide policy and guidance to the pilot units for the development of Mission Essential Task Lists

- Using the METLs as the source document, make recommendations for the development of UTC-specific training and identify resources to support the training

- Report back to AO panel and RTOC the status of training/metrics

Publish Chap 2 (Personnel, METLs, and Training Plan) of MEFPAK Playbook

IG

Task:

Assess tasks & validate CC assessment

Pilot Units

Task:
- Serve as UTC SMEs for the MEFPAKS and make recommendations for the development of METLs and training plans

- For each task, identify who needs the training and what level of training is needed (knowledge vs. performance)

AFMSA/SGPX

Task:
- Work with MEFPAKS to review training plans and make recommendations to the RTOC for funding

- Develop MOU with training sites to establish business rules for the execution of training and management of training allotments

Proficiency Codes

Task Performance Levels

1. Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited).
2. Can do most parts of the task. Needs help only on the hardest parts. (Partially Proficient)
3. Can do all parts of the task. Needs only a spot check of completed work. (Competent)
4. Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)

Task Knowledge Levels

a. Can name parts, tools, and simple facts about the task. (Nomenclature)
b. Can determine step by step procedures for doing the task. (Procedures)
c. Can identify why and when the task must be done and why each step is needed. (Operating Principles)
d. Can predict, isolate, and resolve problems about the task. (Advanced Theory)

Proficiency Codes

Subject Knowledge Levels

A. Can identify basic facts and terms about the subject. (Facts)
B. Can identify relationship of basic facts and state general principles about the subject. (Principles)
C. Can analyze facts and principles and draw conclusions about the subject. (Analysis)
D. Can evaluate conditions and make proper decisions about the subject. (Evaluation)

TRAINING

- **What should the EMEDS Formal Course training cycle be?**

    - **Present cycle is every other AEF cycle or once every 30 months**

- **Factors driving possible changes to training cycle**

    - **Consolidation of WRM**
    - **MTFs not having training equipment**

- **ACC has proposed the training cycle be once every AEF cycle or once every 15 months**

METLS and Training

- **Background**

- **METL Development Process**

- **METL Format**

- **Road map Linking METLs and Training Plan Development**

- **Proficiency Codes**

- **Training Cycle**

Proficiency Codes

"Be careful when choosing your words. The difference between the right word and almost right word is lightning bugs to lightning"

Mark Twain

Questions?

**This Briefing
is Classified:
UNCLASSIFIED**